



## COUNTY OF EL PASO

**CIVIL SERVICE COMMISSION**  
**500 E. SAN ANTONIO, R.M. 302**  
**EL PASO, TEXAS 79901**  
**(915) 546-2218**  
**FAX (915) 546-8126**

*Chairman*  
*Rafael Adame*

MINUTES OF MAY 1, 2007

*Commissioners*  
*Dr. Paula Mitchell*  
*Fernando Parra*

**COMMISSIONERS PRESENT:** RALPH ADAME, CHAIRMAN  
DR. PAULA MITCHELL, COMMISSIONER  
FERNANDO PARRA, COMMISSIONER

**OTHERS PRESENT:** LIZA CALDERON, H.R. ASSISTANT DIRECTOR  
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE  
RICHARD SANTILLANA, RECORDING SECRETARY

**ABSENT:** ROBERT ALMANZÁN, H.R. DIRECTOR  
ESTELLA SALGADO, EMPLOYMENT/  
CIVIL SERVICE COORDINATOR

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The El Paso County Civil Service Commission met in Commissioners Court Room and was called to order at 3:09 p.m. by Ralph Adame, Chairman.

**PUBLIC COMMENT:** The Commission agreed upon to having a public comment section here on forth.

### **MOTION #1**

#### **ITEM #1 APPROVED CONSENT AGENDA ITEM.**

It was moved by Commissioner Mitchell, and seconded by Chairman Adame, to approve the following Consent Agenda items:

1. Approval of Minutes of the scheduled meeting of April 3, 2007
2. Discuss and approve the requests from the employees listed in the back up to be recipients of donated vacation leave.
  - (a) Michael L. Evans, Sr. Civil Engineer, Road & Bridge

VOTE: YES –Adame, Mitchell, and Parra

NO-NONE

MOTION CARRIED.

**REGULAR AGENDA**

**MOTION #2**

**ITEM #3 POSTPONED.**

Discuss & take appropriate action concerning changing the burden of proof in grievance matters in the Civil Service Rules and Regulations Book. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Commissioner Parra and seconded by Commissioner Mitchell to postpone for one month, subject to grievances, concerning changing the burden of proof in grievance matters in the Civil Service Rules and Regulations Book.

VOTE: YES –Adame, Mitchell, and Parra

NO-NONE

MOTION CARRIED.

**MOTION #3**

**ITEM #4 APPROVED.**

Discuss and take appropriate action to approve the newly created job description of “**Court Coordinator**” for all the Justice of the Peace offices. (Judge Bruce King, Justice Peace #7)

**ACTION:** It was moved by Commissioner Parra, and seconded by Commissioner Mitchell, to approve the newly created job description of “**Court Coordinator**” for the Justice of the Peace offices with insertion under section “**Duties and Responsibilities**”, “**Performs all duties as assigned**”.

VOTE: YES –Adame, Mitchell, and Parra

NO-NONE

MOTION CARRIED.

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**MOTION #4 APPROVED.**

ITEM # 5 Discuss and take appropriate action regarding the July 3, 2007 Civil Service Meeting. (Robert M. Almanzán, Human Resources Director).

**ACTION:** It was moved by Commissioner Mitchell and seconded by Commissioner Parra, to approve to re-schedule the July Civil Service Meeting for Tuesday, July 10, 2007.

VOTE: YES –Adame, Mitchell, and Parra

NO-NONE

MOTION CARRIED.

**GRIEVANCES**

**EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074.**

On this day, the Civil Service Commission discussed Items 6-11 in open session, since all grievances were withdrawn.

**MOTION #5 WITHDRAWN**

ITEM #9 Take appropriate action on a grievance filed/dated January 12, 2007 regarding Patricia Marquez, Supervisor, County Clerk's office, pertaining to **Termination/Dismissal without cause & Rule 2.51**. (Bill Arballo, AFSCME Representative – Anna Perez, Division/Unit Chief)

**ACTION:** It was moved by Chairman Adame and seconded by Commissioner Mitchell, to withdraw a grievance filed/dated January 12, 2007 regarding Patricia Marquez, Supervisor, County Clerk's office, pertaining to **Termination/Dismissal without cause & Rule 2.51**.

VOTE: YES –Adame, Mitchell, and Parra

NO-NONE

MOTION CARRIED.

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**MOTION #6 WITHDRAWN.**

ITEM #10 Take appropriate action on a grievance filed/dated March 2, 2007 regarding Elsa De La Torre-Barber, Accountant, County Clerk's office, pertaining to **7.09 (d) and three (3) days suspension.** (Ana Perez, Division Unit/Chief)

**ACTION:** It was moved by Commissioner Mitchell and seconded by Commissioner Parra to withdraw a grievance filed/dated March 2, 2007 regarding Elsa de La Torre-Barber, Accountant, County Clerk's office to 7.09 (d) and three (3) days suspension.

VOTE: YES –Adame, Mitchell, and Parra

NO-NONE

MOTION CARRIED.

**MOTION #6 WITHDRAWN.**

ITEM #11 Take appropriate action on a grievance filed/dated March 19, 2007 regarding Elsa De La Torre-Barber, Accountant, County Clerk's office, pertaining to **7.09 (d) five (5) days suspension and retaliation.** (Ana Perez, Division Unit/Chief)

**ACTION:** It was moved by Commissioner Mitchell and seconded by Commissioner Parra to withdraw a grievance filed/dated March 19, 2007 regarding Elsa de La Torre-Barber, Accountant, County Clerk's office pertaining to 7.09 (d) five (5) days suspension and retaliation.

VOTE: YES –Adame, Mitchell, and Parra

NO-NONE

MOTION CARRIED

**MEETING ADJOURNED**

**On this day, there being no further business to discuss, the meeting was adjourned at 3:43 p.m.**

VOTE: YES – Adame, Mitchell, and Parra

NO-NONE

MOTION CARRIED.



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RAFAEL ADAME, CHAIRMAN



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RICHARD SANTILLANA, RECORDING SECRETARY